



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REHABILITATION MANAGER III OPTION A: VOCATIONAL REHABILITATION	39	A	12.455
REHABILITATION MANAGER II OPTION A: VOCATIONAL REHABILITATION OPTION B: SERVICES TO THE BLIND AND VISUALLY IMPAIRED OPTION C: DISABILITY ADJUDICATION	38	A	12.409
REHABILITATION MANAGER I OPTION A: VOCATIONAL REHABILITATION OPTION B: SERVICES TO THE BLIND AND VISUALLY IMPAIRED	37	A	12.459

SERIES CONCEPT

Under general direction, Rehabilitation Managers plan, organize, direct, and control the operations of a district office or bureau; ensure rehabilitation and associated services and bureau programs are administered in compliance with applicable policies and procedures; and participate in program planning, development and implementation.

Manage assigned program areas to meet the goals and objectives of the program and bureau including developing an annual plan of work; assigning and monitoring the achievement of qualitative and quantitative goals; organizing and directing the utilization of personnel, materials, and fiscal resources to achieve established goals; implementing new regulations and division and bureau policies and procedures; mediating disputes with clients, staff, and service providers; and developing and executing preventive and corrective action when quality and quantity achievement deviates from program goals and objectives.

Plan, design, and/or execute new programs and services to extend services and benefits to clients including identifying community and clients needs; identifying and securing resources; and coordinating planning and implementation with other bureau and division personnel and outside agencies.

Plan and administer financial resources to ensure efficient operations and compliance with budgetary limitations including developing budget recommendations for incorporation into the bureau's budget; reviewing and monitoring fiscal and management reports; monitoring expenditures within all budget categories; approving fiscal transactions and documents such as purchase orders and contracts within established limits; providing justification for exceptions; and directing maintenance of an inventory control system.

Serve as a representative of the bureau to promote and coordinate efforts to achieve the goals and objectives of the bureau by establishing working relationships with community organizations, other state and federal agencies, service providers, and the public; making presentations to interested groups and the media; coordinating and organizing federally mandated advisory board meetings and providing completed staff work for the board; and representing the bureau on interagency councils.

Manage subordinate supervisors, and program and support personnel, including medical consultants, to accomplish the goals and objective of the bureau including identifying personnel needs; recruiting and interviewing applicants for position vacancies; reviewing and approving work performance standards; completing performance appraisals; identifying staff training needs and arranging and authorizing appropriate training; and counseling staff and taking appropriate disciplinary action when necessary.

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SERIES CONCEPT (cont'd)

Manage facilities occupied by the bureau including negotiating leases and arranging for maintenance and repair services; planning and coordinating office layout and cost sharing with other occupants; maintaining building safety and security standards; and planning for future expansion.

Perform related duties as assigned.

CLASS CONCEPTS

Rehabilitation Manager III: Under general direction, a Rehabilitation Manager III performs the range of duties described in the series concept and functions as the assistant chief of the Bureau of Vocational Rehabilitation. The Rehabilitation Manager III directly supervises subordinate Rehabilitation Managers I's and Rehabilitation Managers II's who manage program operations in the metropolitan and regional vocational rehabilitation offices, and may supervise other professional or supervisory staff. The Rehabilitation Manager III performs fiscal management and operational duties including developing the bureau's biennial budget request and legislative material by incorporating draft proposals submitted by subordinate managers; monitoring expenditures for vocational rehabilitation and independent living programs and redistributing funds as necessary; revising bureau policies and procedures and updating the state plan; developing a data management system to consolidate information used to generate bureau and federal reports; monitoring the achievement of established bureau and district goals and objectives; coordinating and participating in quality assurance reviews; coordinating and authorizing training for bureau staff; reviewing work performance standards and performance evaluations completed by district personnel; and acting on behalf of the bureau chief as requested.

This level of the series is distinguished from Rehabilitation Manager II by the administrative responsibilities associated with functioning as the assistant chief for a large bureau of the division and responsibility for supervising lower-level Rehabilitation Managers including providing training and guidance, monitoring the achievement of goals, evaluating performance, and initiating disciplinary action if warranted.

Rehabilitation Manager II: Under general direction, a Rehabilitation Manager II performs the range of duties described in the series concept and either 1) manages a medium-size, full-service vocational rehabilitation office in a large metropolitan region; or 2) functions as the assistant chief of the Bureau of Services to the Blind and Visually Impaired; or 3) functions as the assistant chief and manages the operations management section of the Bureau of Disability Adjudication.

OPTION A: Vocational Rehabilitation

A Rehabilitation Manager II assigned to the Vocational Rehabilitation option manages a medium-size, vocational rehabilitation office in a large metropolitan region with a vocational assessment center and outreach offices offering vocational assessment and adjustment services, vocational rehabilitation services, and independent living services to individuals with disabilities; and manages program operations through subordinate Rehabilitation Supervisor II's who oversee the daily operations of the counseling section and vocational assessment center.

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CLASS CONCEPTS (cont'd)

Rehabilitation Manager II: (cont'd)

OPTION B: Services to the Blind and Visually Impaired

A Rehabilitation Manager II assigned to the Services to the Blind and Visually Impaired option functions as the assistant bureau chief, directly supervises subordinate rehabilitation managers, and may supervise other professional or supervisory staff. The incumbent performs fiscal and operational management duties including developing the biennial budget proposals and annual work plan for the chief's approval; distributing funds among the district office and monitoring district expenditures; monitoring caseload distribution and production to ensure uniform and consistent program operations and timely service provision in compliance with applicable laws, regulations, and policies; monitoring quality by reviewing case reviews and a sample of successfully closed cases; drafting revised policy, procedural and operational statements; resolving personnel issues; writing grant proposals to secure funding for new and existing programs; and acting on behalf of the bureau chief.

OPTION C: Disability Adjudication

A Rehabilitation Manager II assigned to the Bureau of Disability Adjudication option functions as the assistant chief and manages the operations management section of the bureau and directly supervises subordinate rehabilitation supervisors and data processing staff. The incumbent performs fiscal and operational management duties including: preparing the federal Social Security Administration budget and state biennial budget submission; forecasting the workload, staffing requirements and projected costs for each quarter utilizing management reports; establishing performance goals and evaluating the performance of the adjudication, data processing and clerical support units; implementing new policies and regulations promulgated by the Social Security Administration; resolving personnel issues; serving as a liaison with Social Security field office supervisors to resolve case file deficiencies; coordinating with Social Security regional office personnel for workload, staffing and fiscal planning; responding to inquiries regarding individual cases or case handling; and acting on behalf of the bureau chief.

This level of the series is distinguished from Rehabilitation Manager I by: 1) responsibility for managing both a counseling section and vocational assessment center and by the number and level of staff supervised; or 2) administrative responsibilities and responsibility for supervising Rehabilitation Manager I's to include providing training and guidance, monitoring the achievement of goals, evaluating performance, and initiating disciplinary action, if warranted; or 3) administrative responsibilities performed in addition to managing the operations of a medium-size disability adjudication unit.

Rehabilitation Manager I: Under general direction, a Rehabilitation Manager I performs the range of duties described in the series concept and either manages a small office of the Bureau of Services to the Blind and Visually Impaired in a large metropolitan region or manages the rural regional office of the Bureau of Vocational Rehabilitation. This is the journey level class of the series.

OPTION A: Vocational Rehabilitation

A Rehabilitation Manager I assigned to the Vocational Rehabilitation option manages the rural regional program of vocational rehabilitation which provides vocational rehabilitation, services to the visually impaired, and independent living services to individuals with disabilities and supervises a small number of

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CLASS CONCEPTS (cont'd)

Rehabilitation Manager I: (cont'd)

professional personnel including rehabilitation coordinators and a rehabilitation supervisor dispersed among six local offices.

OPTION B: Services to the Blind and Visually Impaired

A Rehabilitation Manager I assigned to the Services to the Blind and Visually Impaired option manages a small office in a large metropolitan region which provides services, instruction, and technology in the areas of vocational rehabilitation and daily living skills to individuals who are blind or whose primary disability is visual impairment; and supervises a small number of professional personnel including rehabilitation coordinators, senior recreation therapist, orientation and mobility instructors, and orientation and adjustment instructors.

MINIMUM QUALIFICATIONS

REHABILITATION MANAGER III

OPTION A: Vocational Rehabilitation

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university with a major in vocational rehabilitation, rehabilitation counseling, vocational evaluation, a field of social science, or related field and two years of managerial/supervisory experience equivalent to a Rehabilitation Manager I/II or Rehabilitation Supervisor II which included responsibility for managing/supervising a district office/program unit and supervising professional staff; **OR** Bachelor's degree from an accredited college or university with a major in vocational rehabilitation, rehabilitation counseling, vocational evaluation, a field of social science, or related field and two years of managerial/supervisory experience equivalent to a Rehabilitation Manager I/II or Rehabilitation Supervisor II which included responsibility for managing/supervising a district office/program unit and supervising professional staff; **OR** an equivalent combination of education and experience. A certificate in Rehabilitation Administration may be substituted for one year of experience as a rehabilitation supervisor.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: state, agency and bureau management information systems, generated reports, and accounting procedures; rehabilitation process, disabilities, vocational issues, medical terminology, rehabilitation engineering, and independent living. **Ability to:** review client case files against federal, state, and division prescribed standards *and all knowledge, skills, and abilities required at the lower levels of the series.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: social, economic, educational and vocational trends including high demand occupations and related labor market demands to evaluate the effect these factors have on bureau goals and services. **Ability to:** supervise district managers including accomplishing established objectives, delegating

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MINIMUM QUALIFICATIONS (cont'd)

REHABILITATION MANAGER III (cont'd)

OPTION A: Vocational Rehabilitation (cont'd)

responsibility, training, evaluating performance and administering necessary discipline; plan, prepare and administer a multi-million dollar budget with multiple funding sources.

REHABILITATION MANAGER II

OPTION A: Vocational Rehabilitation

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university with a major in vocational rehabilitation, rehabilitation counseling, vocational evaluation, a field of social science, or related field and three years of journey level professional experience providing rehabilitation services, of which one year was at the managerial/supervisory level and included responsibility for managing/supervising a district office/program unit and supervising professional staff; **OR** Bachelor's degree from an accredited college or university with a major in vocational rehabilitation, rehabilitation counseling, vocational evaluation, a field of social science, or related field and four years of journey level professional experience providing rehabilitation services, of which one year was at the managerial/supervisory level and included responsibility for managing/supervising a district office/program unit and supervising professional staff; **OR** an equivalent combination of education and experience. A certificate in Rehabilitation Administration may be substituted for one year of experience as a rehabilitation supervisor.

OPTION B: Services to the Blind and Visually Impaired

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university with a major in vocational rehabilitation, rehabilitation counseling, vocational evaluation, a field of social science, or related field and three years of journey level professional experience providing rehabilitation services, of which one year was at the managerial/supervisory level and included responsibility for managing/supervising a district office/program unit and supervising professional staff; **OR** Bachelor's degree from an accredited college or university with a major in vocational rehabilitation, rehabilitation counseling, vocational evaluation, a field of social science, or related field and four years of journey level professional experience providing rehabilitation services, of which one year was at the managerial/supervisory level and included responsibility for managing/supervising a district office/program unit and supervising professional staff; **OR** Master's degree from an accredited college or university in public administration, business administration or a related field and three years journey level professional experience equivalent to a Rehabilitation Program Specialist II which included responsibility for monitoring and evaluating rehabilitation programs; assisting in the development or implementation of community-based rehabilitation programs; and preparing or assisting in the preparation of grant proposals; **OR** An equivalent combination of education and experience.

OPTION C: Disability Adjudication

EDUCATION AND EXPERIENCE: Sixty semester credits from an accredited college or university of which thirty credits are in a combination of health/nursing/behavioral science courses, and of which twelve credits are in a combination of accounting/ computer science courses **and** two years of supervisory experience

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MINIMUM QUALIFICATIONS (cont'd)

REHABILITATION MANAGER II (cont'd)

OPTION C: Disability Adjudication (cont'd)

in the field of disability adjudication which included responsibility for supervising a program unit and disability adjudicators; **OR** an equivalent combination of education and experience.

OPTION NOTE: Options within this class will be designated at the time positions are classified.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

ALL OPTIONS

Working knowledge of: principles and practices of fiscal management and accounting; statistical measures of central tendency and dispersion. **Ability to:** understand the level of knowledge, skills, and abilities of staff from several disciplines and to organize and direct work activities accordingly; analyze a situation and develop an effective plan of action; summarize technical information in common terminology for dissemination to staff and the general public.

OPTION C: Disability Adjudication

Working knowledge of: the Social Security Administration program operations and manual system sufficient to resolve policy and operations questions affecting all levels of claim processing; personal computers and associated software sufficient to prepare documents and statistical reports; *and all knowledge, skills, and abilities required at the lower level of the series.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

ALL OPTIONS

Working knowledge of: personal computers and associated software sufficient to prepare documents and statistical reports; federal and state laws, regulations, and policies regarding the obligation and expenditure of federal, state and other funds in the assigned program areas. **Ability to:** analyze client needs and prepare fundable proposals for federal financial participation.

Option A: Vocational Rehabilitation

Working knowledge of: principles of vocational evaluation; state-of-the-art rehabilitation trends and best practices.

Option B: Services to The Blind and Visually Impaired

Working knowledge of: primary economic indicators as they effect revenue projections. **Ability to:** accurately forecast fluctuations in revenues which impact development of the biennial budget for the Business Enterprise Program.

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Option C: Disability Adjudication

Working knowledge of: Social Security Administration computer operations, query systems and the interface with bureau computer operations sufficient to oversee efficient operation of the data processing function.

REHABILITATION MANAGER I

BOTH OPTIONS

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university with a major in vocational rehabilitation, rehabilitation counseling, vocational evaluation, a field of social science, or related field and three years of journey level professional experience providing rehabilitation services, of which one year included responsibility for supervising professional or paraprofessional staff; **OR** Bachelor's degree from an accredited college or university with a major in vocational rehabilitation, rehabilitation counseling, vocational evaluation, a field of social science, or related field and four years of journey level professional experience providing rehabilitation services, of which one year of the required experience included responsibility for supervising professional or paraprofessional staff; **OR** an equivalent combination of education and experience. A certificate in Rehabilitation Administration may be substituted for one year of experience as a rehabilitation supervisor.

OPTION NOTE: Options within this class will be designated at the time positions are classified.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: theories, principles, practices and methods of rehabilitation counseling; medical, social, vocational, psychological, and independent living needs of persons with disabilities; workplace trends and labor market information; principles of caseload management. **General knowledge of:** principles and practices of management and public administration; principles and practices of fiscal management and accounting. **Ability to:** analyze comprehensive medical reports and synthesize the information; forecast needs and manage staffing, fiscal, space and equipment resources to achieve objectives; analyze fiscal data and plan, prepare and manage budgets; prepare and deliver oral group presentations to persuade, motivate, and provide information; communicate effectively in verbal and written form, including both receptive and expressive communication; establish and maintain cooperative working relationships with subordinates, peers, support staff, administrative staff, board members, and other individuals and organizations; interact diplomatically in conflict situations and maintain composure and objectivity; set priorities within broadly defined goals and objectives; plan, organize and direct the work of others; read, interpret and apply federal and state regulations and policies.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

BOTH OPTIONS

Working knowledge of: related internal and external federal, state, and local community resources and programs, their roles and responsibilities, and how to use them; federal and state laws and regulations applicable to rehabilitation and persons with disabilities; worker's compensation practices and private sector

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MINIMUM QUALIFICATIONS (cont'd)

REHABILITATION MANAGER I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

rehabilitation; state and agency administrative regulations, policies, and procedures; principles and practices of management and public administration; principles of program evaluation and management control systems; state-of-the-art rehabilitation trends and best practices. **General knowledge of:** building management, maintenance, and space planning.

Option B: Services to the Blind and Visually Impaired

Working knowledge of: anatomy, physiology, and pathological conditions of the eye; principles of teaching adaptive techniques to the blind and visually impaired theory and principles of vocational rehabilitation for the blind and visually impaired.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.455</u>	<u>12.409</u>	<u>12.459</u>
ESTABLISHED:	5/18/78	11/21/73	5/18/78
REVISED:		5/18/78	
REVISED:	7/1/93P	7/1/93P	7/1/93P
REVISED:	11/6/92PC	11/6/92PC	11/6/92PC
REVISED:	10/1/97UC	10/1/97UC	10/1/97UC